

Chapter 2 Procedures

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Function**Overview**

This section describes the key events to establish, maintain and inquire all required commodity records used for requisition, solicitation and award processing within AGPS. Procedures address addition of the commodity header, description, establishing dollar thresholds, purchasing agency, etc. All required commodity information required for AGPS processing will be obtained and recorded in this database.

The purpose in establishing and maintaining commodity information is to provide uniform commodity descriptions readily available to support the purchasing process. These descriptions provide a method of ordering for the agencies which will eliminate the need to restate the description for every purchase.

The first step is to identify the item of supply or services by commodity coding structure based upon Class (xxx) and Sub-Class (xx). The Class and Sub-Class provides the structure in the commodity database so that actions such as reporting may be easily accomplished for groups of items. After the logical structure has been determined and entered into the commodity database, the detail items (xxxxxx) should be added to the commodity database. Upon completion of this process, the commodity database will contain detail item numbers of the following structure xxx-xx-xxxxxx.

Commodity records are added and maintained in the Commodity Header Table using the COM2 screen for a single record entry or the COMC screen for multiple record entry. Users assigned to the maintaining agency on the commodity header are the only persons allowed to maintain the commodity record including header, description, and unit of measure. If the commodity requires an approval from a particular organization prior to purchase, that approval is indicated by the Approval Category on the Commodity Header. This category must be a valid entry in the BTAB Table Type CG. A Commodity Header record at any level cannot be activated until at least one line of description has been entered. Once a commodity header is activated, it may not be physically deleted from the database. It may be inactivated and later purged. A Class level record must exist before a Sub-Class record in the same Class can be added and a Sub-Class record must exist before an item record can be added to the Sub-Class. Keeping the above in mind, the processing is the same for all three levels.

The Commodity Description Table (CSPC) is utilized to ADD descriptions after the Commodity Number has been built on the COM2 screen. This commodity text area is used for several different functions. These functions are exemplified by different categories of text types. These functions and categories are explained below.

Text Type A - Class Level Description provides the ability to record and maintain Class Descriptions for each Class Commodity Code. These are short narrative descriptions used to identify the structure of the Class and will print on reports.

Text Type B - Sub-Class Level Description provides the ability to record and maintain Sub-Class descriptions for each Sub-Class Commodity Code. These are expanded over the class record to further identify the Sub-Class and may print on Solicitations, Orders and Contracts if not deleted by RMOD, KMOD or OMOD, and purchases are made at the sub-class level.

Text Type C - Item Level Description provides the ability to record and maintain an item description for each Item Level Commodity Code. This description is expanded over the Sub-Class level and will print on Solicitations, Orders and Contracts.

Text Type D - Extended Item Level Description provides the ability to record and maintain an extended description for each Item Level Commodity Code. This is generally a comprehensive description, e.g., bidding instructions, written in sufficient detail for vendor to accurately identify the item desired and respond to a solicitation for item desired. Will print on Solicitation, but not on the award document.

Text Type E - Packaging Requirements provides the ability to record and maintain packaging requirements for each Item Level Commodity Code. Will print on solicitation and order documents.

Text Type F - Buyer Notes provides the ability for the buyer to record notes about an item or service. These notes are retrievable on-line. Notes do not print.

Text Type G-Z provides the ability to include other levels of user defined text for each item. These do not print.

This table and all other text tables within the system all function in the same manner. Please see Section 15, General Text Processing discussion on using text tables.

A Commodity Sub-Class or Item may be purchased in various units of measure and history is recorded relative to the unit of measure. The Commodity Unit of Measure Table is designed to accommodate multiple units of measure for each commodity header. Units of measure are added using transaction ID CUOM. The unit of measure added must first be a valid entry in BTAB Table Type UM.

Vendors are registered to the Sub-Class level with the assumption that a vendor desires to provide all items or services in the Sub-Class. A vendor is registered for the State Purchasing bid list when the vendor number is added to the Commodity Supplying Vendor Table using transaction CSV2 or multiple entry transaction CSVA. The count of supplying vendors is automatically maintained in the Commodity Header Table, COM2. The vendor will be selected to receive a solicitation on future solicitations for that Sub-Class.

As the vendor is selected to receive a solicitation, the CSV3 Table is updated to include the date and solicitation number sent to the vendor. As the vendor bids, the CSV2 Table is updated to include the date and solicitation number of the bid received.

Once a supplying vendor is added to the CSV2 Table and is activated, the vendor may not be deleted from the database. The vendor may be inactivated by changing the status code. The vendor may be purged as well.

The Purchasing Office may inactivate a supplying vendor by using the transaction CSV2. When this occurs, the number of vendors and qualified supplying vendors displayed on the Commodity Header Table COM2 is reduced by one (1).

The State Purchasing bid list can be used by any agency using the solicitation process. Vendors on the list can be inactivated if the user does not want to send a vendor a solicitation. Alternatively, all the vendors can be inactivated with one entry, and up to three vendor numbers can be entered on RQS5, Recommended Vendors.

The capability also exists for an agency purchasing office to establish and maintain its own bid lists. This can be accomplished with the CASV screen. Prior to establishing separate bid lists, agencies should determine how they are going to maintain the lists, and if they will maintain a list for all class/sub-class codes. If all the class/sub-class codes are not maintained, agencies must determine how vendors will be selected for the balance.

Listed below are all other associated Commodity Inquiry screens and a brief description of each. Different responsibility levels will find numerous usages for these screens.

1 ADD/MAINTAIN COMMODITY RECORDS

1.1 Add Commodity Header Table

Overview The AGPS user has the responsibility to add the commodity header to AGPS. This is accomplished by use of the COM2 screen.

Inputs

- Required commodity class/sub-class
- Required commodity type
- Required buyer code
- Required maintaining agency (State Purchasing)

Outputs

- Updated COMM Table

Completing The Procedure

<u>Cross-Reference</u>	<u>Steps</u>
	1. Determine the system's commodity requirement.
AGCY 4: AGCY	Maintaining Agency Code must be valid and active agency in the AGCY Table.
AGCY 4: ABUY	Buyer Code , combined with maintaining agency, must be key to a valid and active agency buyer record in the ABUY Table.
COMM 4: COMM	Commodity class must be a valid and active record in COMM Table if adding a sub-class record. Commodity sub-class must be a valid and active record in COMM Table if adding an item record.
INST 4: BTAB	Commodity Type must be a valid entry in BTAB Table CT (Commodity Type).
	2. Enter COMM record data into AGPS.
COMM 4: COM2	a. If you are not in the COM2 screen, type COM2 in the Function Line and press RETURN/ENTER.

COMMODITY DATABASE MAINTENANCE

PROCEDURES

1.1 Add Commodity Header Table

Cross-Reference

Steps

- b. Type **CLEAR** in the Function Line and press RETURN/ENTER. The transaction screen will be cleared and ADD will be displayed in the Function Line.
- c. Using the TAB key move to Commodity Number field and type desired commodity number.

If ...	Then ...
Adding class record	Enter three character class leaving sub/class and item equal zeros
Adding sub-class record	Enter three character class equal COMM and two character sub-class leaving item equal zeros
Adding item record	Enter three character class and two character sub-class equal COMM leaving item equal spaces, <u>item number will be assigned by AGPS</u>

- d. Using the TAB key move to Adding Item field and type desired indicator.
If adding item level record, entry must be Y.
- e. You must have universal authorization or COMM specific authorization.
- f. Using the TAB key move to Commodity Type field and type desired commodity type.
- g. Using the TAB key move to Buyer Code field and type desired buyer code.
- h. Using the TAB key move to Maintaining Agency field and type desired maintaining agency.

- 3. Press RETURN/ENTER.

INST 4: BAAT

COMMODITY DATABASE MAINTENANCE

PROCEDURES

1.1 Add Commodity Header Table

Cross-Reference

Steps

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

1.2 Establish DPA Dollar Threshold Approval Limit

Overview

The AGPS user has the capability to establish a global dollar threshold limit for build of an approval record (Type = DA/Category = Dollar) for purchase of a commodity under a DPA in AGPS. This is accomplished by use of the COM2 screen.

Inputs

- Required commodity class/sub-class/item
- Required DPA Amount

Outputs

- Updated COMM Table

Completing The Procedure

Cross-Reference

Steps

COMM 4: COMM

1. Determine the system's commodity DPA Dollar Threshold Limit.

Commodity class must be a valid and active record in COMM Table.

Commodity sub-class must be a valid and active record in COMM Table.

Commodity item must be a valid and active record in COMM Table.
2. Establish COMM DPA Dollar Threshold limit in AGPS.

NOTE: User should already be in Add mode. If not, use the procedures of para. 1.10 Change Commodity Header Table below to make entry.
 - a. Using the TAB key move to DPA Amount field and type desired dollar threshold limit.
3. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

1.3 Establish CRO Dollar Threshold Approval Limit

Overview

The AGPS user has the capability to establish a global dollar threshold limit for build of an approval record (Type = CO/Category = Dollar) for purchase of a commodity under a CRO (contract release order) in AGPS. This is accomplished by use of the COM2 screen.

Inputs

- Required commodity class/sub-class/item
- Required CRO Amount

Outputs

- Updated COMM Table

Completing The Procedure

Cross-Reference

Steps

COMM 4: COMM

1. Determine the system's commodity CRO Dollar Threshold Limit.

Commodity class must be a valid and active record in COMM Table.

Commodity sub-class must be a valid and active record in COMM Table.

Commodity item must be a valid and active record in COMM Table.
2. Establish COMM CRO Dollar Threshold limit in AGPS.

NOTE: User should already be in Add mode. If not, use the procedures of para. 1.10 Change Commodity Header Table below to make entry.
 - a. Using the TAB key move to CRO Amount field and type desired dollar threshold limit.
3. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

1.4 Establish Approval Dollar Threshold Approval Limit

Overview The AGPS user has the capability to establish a global dollar threshold limit for build of an approval record (Type = CT/Category = Dollar) for any purchase of a commodity in AGPS. This is accomplished by use of the COM2 screen.

Inputs

- Required commodity class/sub-class/item
- Required APR Amount

Outputs

- Updated COMM Table

Completing The Procedure

Cross-Reference

Steps

COMM 4: COMM

1. Determine the system's commodity APR Dollar Threshold Limit.

Commodity class must be a valid and active record in COMM Table.

Commodity sub-class must be a valid and active record in COMM Table.

Commodity item must be a valid and active record in COMM Table.

2. Establish COMM APR Dollar Threshold limit in AGPS.

NOTE: User should already be in Add mode. If not, use the procedures of para. 1.10 Change Commodity Header Table below to make entry.

a. Using the TAB key move to APR Amount field and type desired dollar threshold limit.

3. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

1.5 Establish State Use Commodity

Overview

The AGPS user has the capability to establish a commodity for use on state use (sheltered workshop) contracts and contract release orders in AGPS. This is accomplished by use of the COM2 screen.

Inputs

- Required commodity class/sub-class/item
- Required state use Item indicator

Outputs

- Updated COMM Table

Completing The Procedure

Cross-Reference

Steps

COMM 4: COMM

1. Determine the state use item commodity requirement(s).

Commodity class must be a valid and active record in COMM Table.

Commodity sub-class must be a valid and active record in COMM Table.

Commodity item must be a valid and active record in COMM Table.

COMM 4: COM2

2. Establish State Use Item contract commodity in AGPS.

- a. If the user is not in the COM2 screen, type **COM2** in the Function Line and press RETURN/ENTER.

- b. Type **INQUIRE** in the Function Line.

- c. Using the TAB key move to Commodity Number field and type desired commodity number.

- d. Press RETURN/ENTER. Requested record should be displayed.

3. Type **CHANGE** in the Function Line.

- a. Using the TAB key move to State Use Item field and type **Y**

4. Press RETURN/ENTER.

COMMODITY DATABASE MAINTENANCE

PROCEDURES

1.5 Establish State Use Commodity

Cross-Reference

Steps

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

1.6 Establish Prison Enterprise Commodity

Overview The AGPS user has the capability to establish a commodity for use on prison enterprise contracts and contract release orders in AGPS. This is accomplished by use of the COM2 screen.

Inputs

- Required commodity class/sub-class/item
- Required prison enterprise indicator

Outputs

- Updated COMM Table

Completing The Procedure

Cross-Reference

Steps

1. Determine the prison enterprise commodity requirement(s).

Commodity class must be a valid and active record in COMM Table.

Commodity sub-class must be a valid and active record in COMM Table.

Commodity item must be a valid and active record in COMM Table.
2. Establish Prison Enterprise Item contract commodity in AGPS.

COMM 4: COMM
3. Type **CHANGE** in the Function Line.

COMM 4: COM2

 - a. If the user is not in the COM2 screen, type **COM2** in the Function Line and press RETURN/ENTER.
 - b. Type **INQUIRE** in the Function Line.
 - c. Using the TAB key move to Commodity Number field and type desired commodity number.
 - d. Press RETURN/ENTER. Requested record should be displayed.
4. Press RETURN/ENTER.
 - a. Using the TAB key move to Prison Ent Ind field and type **Y**.

COMMODITY DATABASE MAINTENANCE

PROCEDURES

1.6 Establish Prison Enterprise Commodity

Cross-Reference

Steps

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

1.7 Establish Inventory Center Item Commodity

Inventory sub-system not in use.

Overview The AGPS user has the capability to establish a commodity for use on inventory center (warehouse) item orders in AGPS. This is accomplished by use of the COM2 screen.

Inputs

- Required commodity class/sub-class/item
- Required inventory item indicator

Outputs

- Updated COMM Table

Completing The Procedure

Cross-Reference

Steps

- | | | |
|--------------|----|--|
| | 1. | Determine the inventory item commodity requirement(s). |
| COMM 4: COMM | | Commodity class must be a valid and active record in COMM Table. |
| | | Commodity sub-class must be a valid and active record in COMM Table. |
| | | Commodity item must be a valid and active record in COMM Table. |
| | 2. | Establish Inventory Item commodity in AGPS. |
| COMM 4: COM2 | a. | If the user is not in the COM2 screen, type COM2 in the Function Line and press RETURN/ENTER. |
| | b. | Type INQUIRE in the Function Line. |
| | c. | Using the TAB key move to Commodity Number field and type desired commodity number. |
| | d. | Press RETURN/ENTER. Requested record should be displayed. |
| | 3. | Type CHANGE in the Function Line. |
| | a. | Using the TAB key move to Inventory Item field and type Y . |
| | 4. | Press RETURN/ENTER. |

COMMODITY DATABASE MAINTENANCE

PROCEDURES

1.7 Establish Inventory Center Item Commodity

Cross-Reference

Steps

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

1.8 Establish Movable Property Commodity

Overview The AGPS user has the capability to establish a commodity as a potential movable property commodity item in AGPS. This is accomplished by use of the COM2 screen.

Inputs

- Required commodity class/sub-class/item
- Required movable property indicator

Outputs

- Updated COMM Table

Completing The Procedure

<u>Cross-Reference</u>	<u>Steps</u>
	1. Determine the movable property commodity requirement(s).
COMM 4: COMM	<p>Commodity class must be a valid and active record in COMM Table.</p> <p>Commodity sub-class must be a valid and active record in COMM Table.</p> <p>Commodity item must be a valid and active record in COMM Table.</p>
INST 4: BIN2	<p>Movable Property \$ Limit will be used in conjunction with the Movable Property indicator to determine if a requisitioned/ordered commodity item is considered movable property.</p>
	2. Establish Movable Property Item commodity in AGPS.
COMM 4: COM2	<p>a. If the user is not in the COM2 screen, type COM2 in the Function Line and press RETURN/ENTER.</p> <p>b. Type INQUIRE in the Function Line.</p> <p>c. Using the TAB key move to Commodity Number field and type desired commodity number.</p> <p>d. Press RETURN/ENTER. Requested record should be displayed.</p>
	3. Type CHANGE in the Function Line.
	a. Using the TAB key move to Movable Property field and type Y

COMMODITY DATABASE MAINTENANCE

PROCEDURES

1.8 Establish Movable Property Commodity

Cross-Reference

Steps

4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

1.9 Establish Recycle Item Commodity

Overview The AGPS user has the capability to establish a commodity as an item with specifications requiring recycled materials in AGPS. This is accomplished by use of the COM2 screen.

Inputs

- Required commodity class/sub-class/item
- Required recycle indicator

Outputs

- Updated COMM Table

Completing The Procedure

Cross-Reference

Steps

- | | | |
|--------------|----|--|
| | 1. | Determine the recycle commodity requirement(s). |
| COMM 4: COMM | | Commodity class must be a valid and active record in COMM Table. |
| | | Commodity sub-class must be a valid and active record in COMM Table. |
| | | Commodity item must be a valid and active record in COMM Table. |
| | 2. | Establish Recycle Item commodity in AGPS. |
| COMM 4: COM2 | a. | If the user is not in the COM2 screen, type COM2 in the Function Line and press RETURN/ENTER. |
| | b. | Type INQUIRE in the Function Line. |
| | c. | Using the TAB key move to Commodity Number field and type desired commodity number. |
| | d. | Press RETURN/ENTER. Requested record should be displayed. |
| | 3. | Type CHANGE in the Function Line. |
| | a. | Using the TAB key move to Recycle Ind field and type Y . |
| | 4. | Press RETURN/ENTER. |

COMMODITY DATABASE MAINTENANCE

PROCEDURES

1.9 Establish Recycle Item Commodity

Cross-Reference

Steps

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

1.10 Change Commodity Header Table

Overview

The AGPS user has the capability to change/maintain the commodity header in AGPS. This is accomplished by use of the COM2 screen.

Inputs

- Required commodity class/sub-class/item
- Required change to commodity type
- Required change to buyer code
- Required change to maintaining agency
- Required change to inspection type
- Required change to from text reference
- Required change to state use item indicator
- Required change to agency/comm DPA indicator
- Required change to text reference
- Required change to prison enterprise item indicator
- Required change to DPA Amount
- Required change movable property item indicator
- Required change to CRO Amount
- Required change to OTIS approval indicator (N/A)
- Required change to recycle item indicator
- Required change to Product number (N/A)
- Required change to payment approval required indicator
- Required change to object control indicator
- Required change to special handling item indicator

1.10 Change Commodity Header Table

- Required change to APR Amount
- Required change to approval category
- Updated COMM Table

Outputs**Completing
The Procedure**Cross-ReferenceSteps

	1.	Determine commodity change requirements.
AGCY 4: AGCY		Maintaining agency must be valid and active agency in the AGCY Table.
AGCY 4: ABUY		Buyer Code , combined with maintaining agency, must be key to a valid and active buyer code record in the ABUY Table.
COMM 4: COMM		Commodity class must be a valid and active record in COMM Table if adding a sub-class record.
		Commodity sub-class must be a valid and active record in COMM Table if adding an item record.
INST 4: BTAB		Commodity Type must be a valid entry in BTAB Table CT (Commodity Type).
	2.	Change COMM record data in AGPS.
COMM 4: COM2	a.	If you are not in the COM2 screen, type COM2 in the Function Line and press RETURN/ENTER.
	b.	Type INQUIRE in the Function Line.
	c.	Using the TAB key move to Commodity Number field and type desired commodity number.

COMMODITY DATABASE MAINTENANCE

PROCEDURES

1.10 Change Commodity Header Table

Cross-Reference

Steps

If ...	Then ...
Class record	Enter three character class spacing out sub/class and item
Sub-class record	Enter three character class and two character sub-class spacing out item
Item record	Enter three character class, two character sub-class and six character item

- d. Press RETURN/ENTER. Requested record should be displayed.
3. Type **CHANGE** in the Function Line.
 - a. You must have universal authorization or COMM specific authorization.
 - b. Using the TAB key move to desired field and type desired change.

INST 4: BAAT

If ...	Then ...
Activating commodity	Type status code = 1
Inactivating commodity	Type status code = 2
Temporary class suspension	Type status code = 3
Temporary sub-class suspension	Type status code = 4
Temporary item suspension	Type status code = 5

4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

1.11 Delete Commodity Header Table

Overview

The AGPS user has the capability to delete the commodity header record in AGPS. The COMM Status must be **0** to delete the record. This is accomplished by use of the COM2 screen.

Inputs

- Required commodity class/sub-class/item

Outputs

- Updated COMM Table

Completing The Procedure

Cross-Reference

Steps

COMM 4: COM2

1. Determine commodity to be deleted.
2. Delete COMM record in AGPS.
 - a. If you are not in the COM2 screen, type **COM2** in the Function Line and press RETURN/ENTER.
 - b. Type **INQUIRE** in the Function Line.
 - c. Using the TAB key move to Commodity Number field and type desired **commodity number**.

If ...	Then ...
Class record	Enter three character class spacing out sub/class and item
Sub-class record	Enter three character class and two character sub-class spacing out item
Item record	Enter three character class, two character sub-class equal and six character item

- d. Press RETURN/ENTER. Requested record should be displayed.
3. Type **DELETE** in the Function Line.

Cross-ReferenceSteps

4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

1.12 Inquire Commodity Header Table

Overview

The AGPS user has the capability to inquire the commodity header record in AGPS. This is accomplished by use of the COM2 screen.

Inputs

- Required commodity class/sub-class/item

Outputs

- Display of requested COMM Table record

Completing The Procedure

Cross-Reference

Steps

1. Determine commodity to be inquired.
2. Inquire COMM record in AGPS.
 - a. If you are not in the COM2 screen, type **COM2** in the Function Line and press RETURN/ENTER.
 - b. Type **INQUIRE** in the Function Line.
 - c. Using the TAB key move to Commodity Number field and type desired commodity number.

COMM 4: COM2

If ...	Then ...
Class record	Enter three character class spacing out sub/class and item
Sub-class record	Enter three character class and two character sub-class spacing out item
Item record	Enter three character class, two character sub-class equal and six character item

3. Press RETURN/ENTER.

Cross-ReferenceSteps

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display the requested commodity record.

2 ADD/MAINTAIN COMMODITY DESCRIPTION RECORDS

2.1 Add Commodity Description Table

Overview The AGPS user is provided the capability to add specification text for a valid commodity record. This is accomplished by the use of the CSPC screen.

Inputs

- Required commodity number
- Required specification text

Outputs

- Updated CSPC Table

Completing The Procedure

Cross-Reference

Steps

1. Determine the commodity specification text requirement.
2. Add CSPC text into AGPS.
 - a. If you are not in the CSPC screen, type **CSPC** in the Function Line and press RETURN/ENTER.
 - b. Type **G (GET)** in the Function Line.
 - c. Using the TAB key move to Commodity Number field and type desired commodity number.
3. Press RETURN/ENTER. The text screen should be formatted with null (.) lines. If text is present, the text should be formatted to the screen.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested text record.

 - a. Type **C (CHANGE)** in the Function Line.
 - b. Using the TAB key move to the first Text Type field and type the desired text type corresponding to the commodity level. See Section 15, General Text Processing for additional information.

Cross-ReferenceSteps

- c. Using the TAB key move to the first text or null (.) line. Type the desired text. Text lines are forty characters in length. A null (.) line cannot exist between text lines, (.) must be spaced out.

4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'ALL LINES UPDATED'.

2.2 Change Commodity Description Table

Overview The user is provided the capability to maintain commodity description table text for a valid commodity record. This is accomplished by the use of the CSPC screen.

Inputs

- Required commodity number
- Required change to commodity description text

Outputs

- Updated CSPC Table

Completing The Procedure

<u>Cross-Reference</u>	<u>Steps</u>
	<ol style="list-style-type: none"> 1. Determine the commodity specification text change requirement. 2. Change CSPC text in AGPS. <ol style="list-style-type: none"> a. If you are not in the CSPC screen, type CSPC in the Function Line and press RETURN/ENTER. b. Type G (GET) in the Function Line. c. Using the TAB key move to Commodity Number field and type desired commodity number. d. Using the TAB key move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information. 3. Press RETURN/ENTER. The text screen should be formatted with null (.) lines. If text is present, the text should be formatted to the screen. <p>NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested text record.</p> <ol style="list-style-type: none"> a. Type C (CHANGE) in the Function Line.
COMM 4: CSPC	

Cross-ReferenceSteps

- b. Using the TAB key move to the desired Text Type field and type the desired text type corresponding to the commodity level. See Section 15, General Text Processing for additional information.
- c. Using the TAB key move to the first text or null (.) line. Type the desired text. Text lines are forty characters in length. A null (.) line cannot exist between text lines, (.) must be spaced out.

- 4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'ALL LINES UPDATED'.

2.3 Delete/Insert Commodity Description Table

Overview

The AGPS user is provided the capability to delete or insert lines of commodity description text for a valid commodity record. This is accomplished by the use of the CSPC screen.

Inputs

- Required commodity number
- Required change to commodity description text

Outputs

- Updated CSPC Table

Completing The Procedure

Cross-Reference

Steps

1. Determine the commodity for which the user will change commodity description text and the required change to text.
 2. Delete/Insert CSPC text lines.
 - a. If you are not in the CSPC screen, type **CSPC** in the Function Line and press RETURN/ENTER.
 - b. Type **G (GET)** in the Function Line.
 - c. Using the TAB key move to Commodity Number field and type desired commodity number.
 - d. Using the TAB key move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.
 3. Press RETURN/ENTER. The text screen should be formatted with requested lines of text.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested text record.

 - a. Type **C (CHANGE)** in the Function Line.
 - b. Using the TAB key, move to the Text Action field and type **X (to delete)**, OR **I (to insert)**.
- COMM 4: CSPC

2.3 Delete/Insert Commodity Description Table

Cross-ReferenceSteps

- c. Using the TAB key, move to the Line Number field and enter the text line(s) to be deleted (as a single line, i.e., 1, 2, etc., or a line range 1-4, or ALL (all lines)) **or**, if inserting text, insert the text line number after which text is to be inserted.

4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'PREVIOUS UPDATE SUCCESSFUL'.

X will result in the deletion of the text line numbers specified in the Line Number field. If the action was **X**, the text screen will return with all lines that were not deleted. If the action was "X ALL", skip to step 4.c. Before using the "X ALL" function, please be sure you do not need the text.

I indicates that the user desires to insert line(s) of text after the line of text identified in the Line Number field. If the action was **I**, the text screen will return with the line identified in the line number field followed by blank (null (.)) lines ready for text to be entered. Remember, the line number is the position of the line on the screen, and will be one or more of the numbers 1 through 9.

- a. If inserting text, type **C (CHANGE)** in the function line.
- b. Using the TAB key, move to the first null (.) line and type desired text. A null (.) line cannot exist between text lines, (.) must be spaced out. Skip to step 5.
- c. If overwriting existing text, with "CHANGE" still in the Function Line, tab to the Line Number field and enter "UPLD". The UPLD process is required for text screens that pull a text description from a text data base (i.e. commodity data base CSPC or text data base TXLN). When using screens that access these text data bases (i.e. RMOD - OMOD - OCMD - KMOD - STXL) and the user needs to delete ALL text lines and completely overwrite the existing description from a text data base, the UPLD (upload) process must be followed. Using the TAB key, move to the first null (.) line and type desired text.

5. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'PREVIOUS UPDATE SUCCESSFUL'.

2.4 Inquire Commodity Description Table

Overview The AGPS user is provided the capability to inquire commodity description text for a commodity record. This is accomplished by the use of the CSPC screen.

Inputs • Required commodity number

Outputs • Display of requested CSPC record text

Completing The Procedure

<u>Cross-Reference</u>	<u>Steps</u>
	<ol style="list-style-type: none">1. Determine the commodity for which the user will inquire commodity description text.2. Inquire CSPC text record.<ol style="list-style-type: none">a. If you are not in the CSPC screen, type CSPC in the Function Line and press RETURN/ENTER.b. Type G (GET) in the Function Line.c. Using the TAB key move to Commodity Number field and type desired commodity number.d. Using the TAB key move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.3. Press RETURN/ENTER.
COMM 4: CSPC	<p>NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, the requested commodity description text should be displayed.</p>

3 ADD/MAINTAIN COMMODITY KEY WORD RECORDS

3.1 Add Commodity Keyword by Commodity Number Table

Overview The AGPS user has the capability to identify commodities in AGPS by use of a keyword. This is accomplished by use of CKWD.

Inputs

- Required commodity number
- Required keyword

Outputs

- Updated CKWD Table

Completing The Procedure

Cross-Reference

Steps

1. Determine the commodity keyword requirements.

COMM 4: COMM **Commodity class** must be a valid and active record in COMM Table.

Commodity sub-class must be a valid and active record in COMM Table.

Commodity item must be a valid and active record in COMM Table.
2. Enter commodity keyword(s) data into AGPS.

COMM 4: CKWD a. If you are not in the CKWD screen, type **CKWD** in the Function Line and press RETURN/ENTER.

 b. Type **CLEAR** in the Function Line and press RETURN/ENTER. The transaction screen will be cleared and ADD will be displayed in the Function Line.

 c. Using the TAB key move to Commodity Number field and type desired commodity number.

 d. Using the TAB key move to Keyword field(s) and type desired keyword(s).
3. Press RETURN/ENTER.

COMMODITY DATABASE MAINTENANCE

PROCEDURES

3.1 Add Commodity Keyword by Commodity Number Table

Cross-Reference

Steps

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

3.2 Delete Commodity Keyword by Commodity Number Table

Overview The AGPS user has the capability to delete invalid commodity keyword record(s). This is accomplished by use of CKWD.

Inputs

- Required commodity number
- Required keyword to be deleted

Outputs

- Updated CKWD Table

Completing The Procedure

Cross-Reference

Steps

COMM 4: CKWD

1. Determine the commodity number and keyword to be deleted.
2. Delete CKWD Record.
 - a. If you are not in the CKWD screen, type **CKWD** in the Function Line and press RETURN/ENTER.
 - b. Type **INQUIRE** in the Function Line.
 - c. Using the TAB key move to Commodity Number field and type desired commodity number.
 - d. Using the TAB key move to Keyword field and type desired keyword.
3. Press RETURN/ENTER. Requested commodity, with requested keyword in the first line, should be displayed.
 - a. Type **DELETE** in the Function Line.
 - b. Space out keyword(s) that are not to be deleted.
4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

3.3 Inquire Commodity Keyword by Commodity Number Table

Overview The AGPS user has the capability to inquire commodity keyword record(s). This is accomplished by use of CKWD.

Inputs

- Required commodity number
- Required keyword to be inquired

Outputs

- Display of requested CKWD record

Completing The Procedure

Cross-Reference

Steps

1. Determine the commodity number and keyword to be inquired.
2. Inquire CKWD Record.
 - a. If you are not in the CKWD screen, type **CKWD** in the Function Line and press RETURN/ENTER.
 - b. Type **INQUIRE** in the Function Line.
 - c. Using the TAB key move to Commodity Number field and type desired commodity number.
 - d. Using the TAB key move to Keyword field and type desired keyword.
3. Press RETURN/ENTER. Requested commodity, with requested keyword in the first line

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display the requested CKWD record.

4 ADD/MAINTAIN COMMODITY UNIT OF MEASURE RECORDS

4.1 Add Commodity Unit Of Measure Table

Overview The AGPS user has the capability to identify authorized unit(s) of measure for commodities in AGPS for purchase of a commodity. This is accomplished by use of CUOM.

Inputs

- Required commodity number
- Required unit of measure

Outputs

- Updated CUOM Table

Completing The Procedure

Cross-Reference

Steps

1. Determine the commodity unit of measure requirements.

COMM 4: COMM **Commodity class** must be a valid and active record in COMM Table.

Commodity sub-class must be a valid and active record in COMM Table.

Commodity item must be a valid and active record in COMM Table.

INST 4: BTAB **Unit of Measure** must be a valid entry in BTAB Table UM (Unit of Measure).
2. Enter commodity unit(s) of measure data into AGPS.

COMM 4: CUOM a. If you are not in the CUOM screen, type **CUOM** in the Function Line and press RETURN/ENTER.

 b. Type **CLEAR** in the Function Line and press RETURN/ENTER. The transaction screen will be cleared and ADD will be displayed in the Function Line.

 c. Using the TAB key move to Commodity Number field and type desired commodity number.

 d. Using the TAB key move to Unit of Measure field(s) and type desired unit of measure.

Cross-ReferenceSteps

3. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

4.2 Delete Commodity Unit of Measure Table

Overview The AGPS user has the capability to delete invalid commodity unit of measure record(s). This is accomplished by use of CUOM. For a record to be deleted no purchase activity may have occurred.

Inputs

- Required commodity number
- Required unit of measure to be deleted

Outputs

- Updated CUOM Table

Completing The Procedure

Cross-Reference

Steps

1. Determine the commodity number and unit of measure to be deleted.
 2. Delete CUOM Record.
 - a. If you are not in the CUOM screen, type **CUOM** in the Function Line and press RETURN/ENTER.
 - b. Type **INQUIRE** in the Function Line.
 - c. Using the TAB key move to Commodity Number field and type desired commodity number.
 - d. Using the TAB key move to Unit of Measure field and type desired unit of measure.
 3. Press RETURN/ENTER. Requested commodity, with unit of measure, should be displayed.
 - a. Type **DELETE** in the Function Line.
 4. Press RETURN/ENTER.
- NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

4.3 Inquire Commodity Unit of Measure Table

Overview The AGPS user has the capability to inquire commodity unit of measure record(s). This is accomplished by use of CUOM.

Inputs

- Required commodity number
- Required unit of measure to be inquired

Outputs

- Display of requested CUOM record

Completing The Procedure

Cross-Reference

Steps

1. Determine the commodity number and unit of measure to be inquired.
 2. Inquire CUOM Record.
 - a. If you are not in the CUOM screen, type **CUOM** in the Function Line and press RETURN/ENTER.
 - b. Type **INQUIRE** in the Function Line.
 - c. Using the TAB key move to Commodity Number field and type desired commodity number.
 - d. Using the TAB key move to Unit of Measure field and type desired unit of measure.
 3. Press RETURN/ENTER. Requested commodity, with unit of measure, should be displayed.
- NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display the requested CUOM record.

5 ADD/MAINTAIN COMMODITY DPA AGENCY RECORDS

5.1 Add Commodity DPA Agency Table Record

Overview The AGPS Systems Administrator has the responsibility to maintain the commodity DPA agency purchase limits. This screen will be used for identifying commodity DPA agency purchase limits by commodity, DPA Agency and type purchase limit.

Inputs

- Required commodity number
- Required DPA Agency
- Required type purchase limit
- Required purchase limit amount

Outputs

- Updated CAGY Table

Completing The Procedure

Cross-Reference

Steps

1. Determine the agency's DPA commodity, type purchase limit and purchase limit amount requirements.

AGCY 4: AGCY

DPA agency must be valid and active agency in the AGCY Table.

COMM 4: COMM

Commodity number must be valid and active commodities in the COMM Table.

COMM 4: CAGY

Type purchase limit must be D, P or R.

D - DPA Limit
R - Receipt Limit

2. Enter CAGY record data into AGPS.

COMM 4: CAGY

- a. If you are not in the CAGY screen, type **CAGY** in the Function Line and press RETURN/ENTER.

COMMODITY DATABASE MAINTENANCE

PROCEDURES

5.1 Add Commodity DPA Agency Table Record

<u>Cross-Reference</u>	<u>Steps</u>
	<ul style="list-style-type: none">b. Type CLEAR in the Function Line and press RETURN/ENTER. The transaction screen will be cleared and ADD will be displayed in the Function Line.c. Using the TAB key move to Commodity Number field and type desired commodity number.d. Using the TAB key move to DPA Agency field and type desired agency number.e. Using the TAB key move to Type field and type desired type purchase limit.f. Using the TAB key move to Purchase Limit field and type desired purchase limit amount.
	3. Press RETURN/ENTER.
	NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

5.2 Change Commodity DPA Agency Table Record

Overview The AGPS Systems Administrator has the responsibility to maintain the CAGY records when they are invalid or outdated.

Inputs

- Required commodity number
- Required DPA Agency
- Required change to type purchase limit
- Required change to purchase limit amount

Outputs

- Updated CAGY Table

Completing The Procedure

Cross-Reference

Steps

1. If you Add a CAGY record with the wrong data or the record purchase limit is no longer valid, you must change the record so that correct data is reflected.
 2. Change CAGY record data in AGPS.
 - a. If you are not in the CAGY screen, type **CAGY** in the Function Line and press RETURN/ENTER.
 - b. Type **INQUIRE** in the Function Line.
 - c. Using the TAB key move to Commodity Number field and type desired commodity number.
 - d. Using the TAB key move to DPA Agency field and type desired agency number.
 3. Press RETURN/ENTER. Requested record should be displayed.
 - a. Type **CHANGE** in the Function Line.
 - b. Using the TAB key move to Type field and type desired type purchase limit.
- COMM 4: CAGY

COMMODITY DATABASE MAINTENANCE

PROCEDURES

5.2 Change Commodity DPA Agency Table Record

Cross-Reference

Steps

- c. Using the TAB key move to Purchase Limit field and type desired purchase limit amount or blank displayed entry.
4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL' and the CAGY Record will be updated.

5.3 Delete Commodity DPA Agency Table Record

Overview The AGPS Systems Administrator has the responsibility to delete the CAGY records when they are invalid or outdated.

Inputs

- Required commodity number for delete
- Required DPA Agency for delete

Outputs

- Updated CAGY Table

Completing The Procedure

Cross-Reference

Steps

1. If you Add a CAGY record with the wrong data or the record is no longer valid, you may delete the current record and then re-add a valid record.
2. Delete CAGY Record.
 - a. If you are not in the CAGY screen, type **CAGY** in the Function Line and press RETURN/ENTER.
 - b. Type **INQUIRE** in the Function Line.
 - c. Using the TAB key move to Commodity Number field and type desired commodity number.
 - d. Using the TAB key move to DPA Agency field and type desired agency number.
3. Press RETURN/ENTER. Requested record should be displayed.
 - a. Type **DELETE** in the Function Line.
 - b. Space out the agency number that is not to be deleted.
4. Press RETURN/ENTER.

COMM 4: CAGY

COMMODITY DATABASE MAINTENANCE

PROCEDURES

5.3 Delete Commodity DPA Agency Table Record

Cross-Reference

Steps

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL' and the CAGY Record will be deleted.

5.4 Inquire Commodity DPA Agency Table Record

Overview The user has the capability to view the CAGY record by use of the **INQUIRY** function on the CAGY screen available in AGPS.

Inputs

- Required commodity number
- Required agency

Outputs

- Display of requested CAGY record

Completing The Procedure

Cross-Reference

Steps

1. Determine the commodity and agency to be inquired.
 2. Inquire CAGY record in AGPS.
 - a. If the user is not in the CAGY screen, type **CAGY** in the Function Line and press RETURN/ENTER.
 - b. Type **INQUIRE** in the Function Line.
 - c. Using the TAB key move to Commodity Number field and type desired commodity number.
 - d. Using the TAB key move to DPA Agency field and type desired agency number.
 - e. Using the TAB key move to Type field and type desired type purchase limit.
 3. Press RETURN/ENTER.
- NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display the desired record(s).

6 ADD/MAINTAIN COMMODITY OBJECT CODE RECORDS

6.1 Add Commodity Object Table Record

Overview The AGPS Systems Administrator has the responsibility to maintain the commodity object code(s) permitted for funding on DPA purchases. This screen will be used for identifying DPA commodity object code(s) by commodity class/sub-class and object code.

Inputs

- Required commodity number
- Required DPA object code(s)

Outputs

- Updated COBJ Table

Completing The Procedure

Cross-Reference

Steps

1. Determine the agency's DPA commodity object code(s) requirements.

INST 4: BTAB **Object** code(s) must be a valid entry in BTAB Table OJ (Object Code).

COMM 4: COMM **Commodity class/sub-class** must be valid and active commodities in the COMM Table.
2. Enter COBJ record data into AGPS.

COMM 4: COBJ
 - a. If you are not in the COBJ screen, type **COBJ** in the Function Line and press RETURN/ENTER.
 - b. Type **CLEAR** in the Function Line and press RETURN/ENTER. The transaction screen will be cleared and ADD will be displayed in the Function Line.
 - c. Using the TAB key move to Object field and type desired object code(s).
 - d. Using the TAB key move to Commodity Number field and type desired commodity class/sub-class.

Cross-ReferenceSteps

3. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

6.2 Delete Commodity Object Table Record

Overview

The AGPS Systems Administrator has the responsibility to maintain the COBJ records when they are invalid or outdated. This is accomplished with the delete function of the COBJ screen.

Inputs

- Required commodity number for delete
- Required DPA object code(s) for delete

Outputs

- Updated COBJ Table

Completing The Procedure

Cross-Reference

Steps

COMM 4: COBJ

1. If you Add a COBJ record with the wrong data or the record is no longer valid, you may delete the current record and then re-add a valid record.
2. Delete COBJ Record.
 - a. If you are not in the COBJ screen, type **COBJ** in the Function Line and press RETURN/ENTER.
 - b. Type **INQUIRE** in the Function Line.
 - c. Using the TAB key move to Object field and type desired object code(s).
 - d. Using the TAB key move to Commodity Number field and type desired commodity class/sub-class.
3. Press RETURN/ENTER. Requested record should be displayed.
 - a. Type **DELETE** in the Function Line.
 - b. Space commodity code(s) that is not to be deleted.
4. Press RETURN/ENTER.

Cross-ReferenceSteps

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL' and the COBJ Record will be deleted.

6.3 Inquire Commodity Object Table Record

Overview The user has the capability to view the COBJ record by use of the **INQUIRY** function on the COBJ screen available in AGPS.

Inputs

- Required commodity number
- Required DPA object code

Outputs

- Display of requested COBJ record

Completing The Procedure

Cross-Reference

Steps

1. Determine commodity and object code to be inquired.
2. Inquire COBJ record in AGPS.
 - a. If the user is not in the COBJ screen, type **COBJ** in the Function Line and press RETURN/ENTER.
 - b. Type **INQUIRE** in the Function Line.
 - c. Using the TAB key move to Object field and type desired object code.
 - d. Using the TAB key move to Commodity Number field and type desired commodity class/sub-class.
3. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display the desired record(s).

7 ADD/MAINTAIN COMMODITY PURCHASE AGENCY RECORDS

7.1 Add Commodity Purchase Agency Table Record

Overview

The AGPS Systems Administrator has the responsibility to maintain the commodity purchase agency or agencies authorized to purchase that commodity on DPA purchases. This screen will be used for identifying DPA commodity purchase agency or agencies by commodity number and purchase agency.

Inputs

- Required commodity number
- Required purchase agency or agencies

Outputs

- Updated CPUR Table

Completing The Procedure

Cross-Reference

Steps

1. Determine the agency's DPA commodity purchase agency requirements.

AGCY 4: AGCY **Agency** must be a valid and active record in AGCY Table.

COMM 4: COMM **Commodity number** must be valid and active commodity in the COMM Table.
2. Enter CPUR record data into AGPS.

COMM 4: CPUR a. If you are not in the CPUR screen, type **CPUR** in the Function Line and press RETURN/ENTER.

 b. Type **CLEAR** in the Function Line and press RETURN/ENTER. The transaction screen will be cleared and ADD will be displayed in the Function Line.

 c. Using the TAB key move to Commodity Number field and type desired commodity number.

 d. Using the TAB key move to Purch Agency field and type desired purchase agency or agencies.
3. Press RETURN/ENTER.

COMMODITY DATABASE MAINTENANCE

PROCEDURES

7.1 Add Commodity Purchase Agency Table Record

Cross-Reference

Steps

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

7.2 Delete Commodity Purchase Agency Table Record

Overview The AGPS Systems Administrator has the responsibility to maintain the CPUR records when they are invalid or outdated. This is accomplished with the delete function of the CPUR screen.

Inputs

- Required commodity number for delete
- Required agency or agencies for delete

Outputs

- Updated CPUR Table

Completing The Procedure

<u>Cross-Reference</u>	<u>Steps</u>
	<ol style="list-style-type: none">1. If you Add a CPUR record with the wrong data or the record is no longer valid, you may delete the current record and then re-add a valid record.2. Delete CPUR Record in AGPS.<ol style="list-style-type: none">a. If you are not in the CPUR screen, type CPUR in the Function Line and press RETURN/ENTER.b. Type INQUIRE in the Function Line.c. Using the TAB key move to Commodity Number field and type desired commodity number.d. Using the TAB key move to Purch Agency field and type desired purchase agency or agencies.3. Press RETURN/ENTER. Requested record should be displayed.<ol style="list-style-type: none">a. Type DELETE in the Function Line.b. Space out the agency that is not to be deleted.4. Press RETURN/ENTER.
COMM 4: CPUR	

Cross-ReferenceSteps

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL' and the CPUR Record will be deleted.

7.3 Inquire Commodity Purchase Agency Table Record

Overview The user has the capability to view the CPUR record by use of the **INQUIRY** function on the CPUR screen available in AGPS.

Inputs

- Required commodity number
- Required agency

Outputs

- Display of requested CPUR record

Completing The Procedure

Cross-Reference

Steps

- | | | |
|--------------|----|--|
| | 1. | Determine commodity and agency to be inquired. |
| | 2. | Inquire CPUR record in AGPS. |
| COMM 4: CPUR | a. | If the user is not in the CPUR screen, type CPUR in the Function Line and press RETURN/ENTER. |
| | b. | Type INQUIRE in the Function Line. |
| | c. | Using the TAB key move to Commodity Number field and type desired commodity number. |
| | d. | Using the TAB key move to Purch Agency field and type desired purchase agency. |
| | 3. | Press RETURN/ENTER. |

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display the desired record(s).

8 ADD/MAINTAIN COMMODITY SUPPLYING VENDOR RECORDS

8.1 Add Commodity Supplying Vendor Table

Overview The AGPS user has the capability to add commodity supplying vendor records for identification of vendors authorized to supply a specified commodity. This is accomplished by use of the CSV2 screen.

Inputs

- Required commodity class/sub-class
- Required vendor number

Outputs

- Updated CSVN Table

Completing The Procedure

Cross-Reference

Steps

1. Determine the supplying vendors for a commodity.

COMM 4: COMM	Commodity class/sub-class must be valid and active commodity in the COMM Table.
VEND 4: VEND	Vendor number and must be valid and active vendor in the VEND Table.
INST 4: BTAB	Buyer Vendor Rating must be valid entry in BTAB Table RC (Rating Code).
2. Enter CSVN record data into AGPS.

COMM 4: CSV2	<ol style="list-style-type: none"> a. If you are not in the CSV2 screen, type CSV2 in the Function Line and press RETURN/ENTER. b. Type CLEAR in the Function Line and press RETURN/ENTER. The transaction screen will be cleared and ADD will be displayed in the Function Line. c. Using the TAB key move to Class/Sub-Class Nbr field and type desired commodity class/sub-class. d. Using the TAB key move to Vendor Number field and type desired vendor number.
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COMMODITY DATABASE MAINTENANCE

PROCEDURES

8.1 Add Commodity Supplying Vendor Table

Cross-Reference

Steps

3. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

8.2 Add Supplying Vendor - Multiple Classes

Overview The AGPS user has the capability to add multiple commodity supplying vendor records for a vendors authorized to supply multiple commodities. This is accomplished by use of a single screen CSVA.

Inputs

- Required vendor number
- Required commodity class/sub-classes
- Required GEO Bid codes

Outputs

- Updated CSVN Table
- Updated CGEO Table

Completing The Procedure

Cross-Reference

Steps

1. Determine a supplying vendor's commodities and applicable GEO Bid codes.

COMM 4: COMM	Commodity class/sub-class must be valid and active commodity in the COMM Table.
VEND 4: VEND	Vendor number and must be valid and active vendor in the VEND Table.
INST 4: BTAB	GEO Bid Code must be valid entry in BTAB Table GC (GEO Bid Code).
2. Enter multiple CSVN record data into AGPS.

COMM 4: CSVA	<ol style="list-style-type: none"> a. If you are not in the CSVA screen, type CSVA in the Function Line and press RETURN/ENTER. b. Type CLEAR in the Function Line and press RETURN/ENTER. The transaction screen will be cleared and ADD will be displayed in the Function Line. c. Using the TAB key move to Vendor Number field and type desired vendor number.
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COMMODITY DATABASE MAINTENANCE

PROCEDURES

8.2 Add Supplying Vendor - Multiple Classes

Cross-Reference

Steps

- d. Using the TAB key move to first available Classes/Sub-Classes field and type desired commodity class/sub-class. Repeat this step for each additional class/sub-class to be added.
 - e. Using the TAB key move to first available Areas/Regions field and type desired GEO Bid Code. Repeat this step for each additional GEO Bid code to be added.
3. Press RETURN/ENTER. Both CSVN and CGEO records will be added for the specified vendor.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

8.3 Change Commodity Supplying Vendor Table

Overview

The AGPS user has the capability to change CSVN records when they are no longer valid or require additional information. This is accomplished by use of the CSV2 screen.

Inputs

- Required commodity class/sub-class
- Required vendor number
- Required changes to CSVN

Outputs

- Updated CSVN Table

**Completing
The Procedure**Cross-ReferenceSteps

COMM 4: CSV2

1. Determine required changes to the CSVN record. Data required for changes will usually be obtained from vendor registration forms or other information provided by the vendor.
2. Change CSVN Record.
 - a. If the user is not in the CSV2 screen, type **CSV2** in the Function Line and press RETURN/ENTER.
 - b. Type **INQUIRE** in the Function Line.
 - c. Using the TAB key move to Class/Sub-Class Nbr field and type desired commodity class/sub-class.
 - d. Using the TAB key move to Vendor Number field and type desired vendor number.
 - e. Press RETURN/ENTER. Requested record should be displayed.
3. Type **CHANGE** in the Function Line.
 - a. Using the TAB key move to the desired field and type desired change.

COMMODITY DATABASE MAINTENANCE

PROCEDURES

8.3 Change Commodity Supplying Vendor Table

Cross-Reference

Steps

If ...	Then ...
Activating record	Type status code = 1
Inactivating record	Type status code = 2
Purging supplying vendor	Type status code = 9 NOTE: Requires user type purge code equal BTAB Table PC (Purge Code). This status code will result in a purge letter being issued to the vendor for that commodity class/sub-class.

4. Press RETURN/ENTER.

NOTE:

If an error condition exists, AGPS will display the appropriate error messages at the bottom of the screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

8.4 Delete Commodity Supplying Vendor Table

Overview The AGPS user has the capability to delete CSVN records when they are no longer required or are invalid. CSVN Status must be **0** to delete the record. This is accomplished by use of the CSV2 screen.

Inputs

- Required commodity class/sub-class
- Required vendor number

Outputs

- Updated CSVN Table

Completing The Procedure

Cross-Reference

Steps

1. Determine CSVN record to be deleted.
2. Delete CSVN Record.
 - a. If the user is not in the CSV2 screen, type **CSV2** in the Function Line and press RETURN/ENTER.
 - b. Type **INQUIRE** in the Function Line.
 - c. Using the TAB key move to Class/Sub-Class Nbr field and type desired commodity class/sub-class.
 - d. Using the TAB key move to Vendor Number field and type desired vendor number.
 - e. Press RETURN/ENTER. Requested record should be displayed.
3. Type **DELETE** in the Function Line.
4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

8.5 Inquire Commodity Supplying Vendor Table

Overview The user has the capability to view the CSVN record by use of the **INQUIRY** function on the CSVN screen available in AGPS.

Inputs

- Required commodity class/sub-class
- Required vendor number

Outputs

- Display of requested record

Completing The Procedure

Cross-Reference

Steps

1. Determine commodity class/sub-class and vendor to be inquired.
2. Inquire CSVN record in AGPS.
 - a. If the user is not in the CSV2 screen, type **CSV2** in the Function Line and press RETURN/ENTER.
 - b. Type **INQUIRE** in the Function Line.
 - c. Using the TAB key move to Class/Sub-Class Nbr field and type desired commodity class/sub-class.
 - d. Using the TAB key move to Vendor Number field and type desired vendor number.
3. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display the requested record(s).

9 ADD/MAINTAIN GEO BID CODES BY VENDOR NUMBER RECORDS

9.1 Add GEO Bid Codes by Vendor Number

Overview The AGPS user has the capability to add geographical bid codes (areas/regions) for a supplying vendor by vendor number and commodity class/sub-class. This is accomplished by use of the CGEO screen.

Inputs

- Required commodity class/sub-class
- Required vendor number
- Required GEO bid code(s)

Outputs

- Updated CGEO Table

Completing The Procedure

<u>Cross-Reference</u>	<u>Steps</u>
	1. Determine supplying vendor's geographical bidding requirements.
COMM 4: COMM	Commodity class/sub-class must be valid and active commodities in the COMM Table.
INST 4: BTAB	GEO bid code must be valid entry in BTAB Table GC (GEO Bid Code).
	2. Enter CGEO record data into AGPS.
COMM 4: CGEO	a. If you are not in the CGEO screen, type CGEO in the Function Line and press RETURN/ENTER. b. Type CLEAR in the Function Line and press RETURN/ENTER. The transaction screen will be cleared and ADD will be displayed in the Function Line. c. Using the TAB key move to Class/Sub-Class field and type desired class/sub-class. d. Using the TAB key move to Vendor Number field and type desired vendor number.

Cross-ReferenceSteps

- e. Using the TAB key move to first available GEO Bid Code field and type desired GEO bid code. Repeat this step for each additional GEO bid code to be added.

3. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

9.2 Delete GEO Bid Codes by Vendor Number

Overview The AGPS user has the capability to delete CGEO records when they are no longer required or are invalid. This is accomplished by use of the CGEO screen.

Inputs

- Required commodity class/sub-class for delete
- Required vendor number for delete
- Required GEO bid code(s) for delete

Outputs

- Updated CGEO Table

Completing The Procedure

Cross-Reference

Steps

1. If you Add a CGEO record with the wrong data or the CGEO record is no longer required, you must delete the record that is not required and then re-add a record with the correct information if required.
2. Delete CGEO Record.
 - a. If the user is not in the CGEO screen, type **CGEO** in the Function Line and press RETURN/ENTER.
 - b. Type **INQUIRE** in the Function Line.
 - c. Using the TAB key move to Class/Sub-Class field and type desired class/sub-class.
 - d. Using the TAB key move to Vendor Number field and type desired vendor number.
 - e. Using the TAB key move to first available GEO Bid Code field and type desired GEO bid code.
3. Press RETURN/ENTER. Requested record should be displayed
 - a. Type **DELETE** in the Function Line.
 - b. Space out the GEO Bid Code(s) that are not to be deleted.

Cross-ReferenceSteps

4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL' and the specified CGEO Record will be deleted.

9.3 Inquire GEO Bid Codes By Vendor Number

Overview The user has the capability to view the CGEO record by use of the **INQUIRY** function on the CGEO screen available in AGPS.

Inputs

- Required commodity class/sub-class
- Required vendor number
- Required GEO bid code(s)

Outputs

- Display of requested CGEO record

Completing The Procedure

Cross-Reference

Steps

1. Determine class/sub-class, vendor and GEO bid code to be inquired.
2. Inquire the CGEO record in AGPS.
 - a. If the user is not in the CGEO screen, type **CGEO** in the Function Line and press RETURN/ENTER.
 - b. Type **INQUIRE** in the Function Line.
 - c. Using the TAB key move to Class/Sub-Class field and type desired class/sub-class.
 - d. Using the TAB key move to Vendor Number field and type desired vendor number.
 - e. Using the TAB key move to first available GEO Bid Code field and type desired GEO bid code.
3. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display the requested record(s).

10 ADD/MAINTAIN COMMODITY AGENCY INVENTORY RECORDS

10.1 Add Commodity Agency Inventory Table

Table/Screen disabled. Inventory Control Sub-system not in use.

Overview

The AGPS user has the capability to identify inventory items by commodity code and identify those agencies who are authorized to purchase the commodity from inventory. This is accomplished by use of the CAIN screen.

Inputs

- Required commodity class/sub-class/item
- Required agency number(s)

Outputs

- Updated CAIN Table

Completing The Procedure

Cross-Reference

Steps

1. Determine the inventory items to be identified with the agency(s) authorized to purchase the item from inventory.

COMM 4: COMM

Commodity class must be a valid and active record in COMM Table.

Commodity sub-class must be a valid and active record in COMM Table.

Commodity item must be a valid and active record in COMM Table.

Note: Commodity Inventory Item indicator must be Y in COMM Table.

AGCY 4: AGCY

Agency must be a valid and active record in AGCY Table.

2. Enter commodity inventory item and agency data into AGPS.

COMM 4: CAIN

a. If you are not in the CAIN screen, type **CAIN** in the Function Line and press RETURN/ENTER.

b. Type **CLEAR** in the Function Line and press RETURN/ENTER. The transaction screen will be cleared and ADD will be displayed in the Function Line.

c. Using the TAB key move to Commodity Number field and type desired commodity number.

COMMODITY DATABASE MAINTENANCE

PROCEDURES

10.1 Add Commodity Agency Inventory Table

Cross-Reference

Steps

- d. Using the TAB key move to Agency field(s) and type desired agency number(s).

NOTE: If a 3 position agency number is entered, the system will require any agency that begins with the 3 characters on CAIN to use the inventory item. If a 6 position agency number is entered, the system will only require the specific agency to use the inventory item.

3. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

10.2 Delete Commodity Agency Inventory Table

Table/Screen disabled. Inventory Control Sub-system not in use.

Overview The AGPS user has the capability to delete invalid commodity agency inventory record(s). This is accomplished by use of the CAIN screen.

Inputs

- Required commodity number
- Required agency number(s) to be deleted

Outputs

- Updated CAIN Table

Completing The Procedure

Cross-Reference

Steps

1. Determine the commodity number and agency(s) to be deleted.
 2. Delete CAIN Record.
 - a. If you are not in the CAIN screen, type **CAIN** in the Function Line and press RETURN/ENTER.
 - b. Type **INQUIRE** in the Function Line.
 - c. Using the TAB key move to Commodity Number field and type desired commodity number.
 - d. Using the TAB key move to Agency field and type desired agency number.
 3. Press RETURN/ENTER. Requested commodity and agency should be displayed.
 - a. Type **DELETE** in the Function Line.
 4. Press RETURN/ENTER.
- NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

10.3 Inquire Commodity Agency Inventory Table

Table/Screen disabled. Inventory Control Sub-system not in use.

Overview The AGPS user has the capability to inquire commodity agency inventory record(s). This is accomplished by use of the CAIN screen.

Inputs

- Required commodity number
- Required agency number to be inquired

Outputs

- Display of requested CAIN record

Completing The Procedure

Cross-Reference

Steps

1. Determine the commodity number and agency number to be inquired.
2. Inquire CAIN Record.

COMM 4: CAIN

- a. If you are not in the CAIN screen, type **CAIN** in the Function Line and press RETURN/ENTER.
 - b. Type **INQUIRE** in the Function Line.
 - c. Using the TAB key move to Commodity Number field and type desired commodity number.
 - d. Using the TAB key move to Agency field and type desired agency number.
3. Press RETURN/ENTER. Requested commodity and agency should be displayed.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display the requested CAIN record.

11 ADD/MAINTAIN COMMODITY AGENCY SET-ASIDE RECORDS

11.1 Add Commodity Agency Set-Aside Table

Overview The AGPS user has the capability to identify set-aside commodities at the class/sub-class level for his/her agency. This is accomplished by use of the CASA screen.

Inputs

- Required agency number
- Required set-aside code
- Required commodity classes/sub-classes

Outputs

- Updated CASA Table

Completing The Procedure

Cross-Reference

Steps

1. Determine the agency's requirements for setting aside classes/sub-classes.

AGCY 4: AGCY **Agency** must be a valid and active record in AGCY Table.

INST 4: BTAB **Set-Aside Code** must be a valid entry in BTAB Table SA (Set-Aside).

COMM 4: COMM **Commodity class** must be a valid and active record in COMM Table.

 Commodity sub-class must be a valid and active record in COMM Table.
2. Enter agency, set-aside and classes/sub-classes data into AGPS.

COMM 4: CASA a. If you are not in the CASA screen, type **CASA** in the Function Line and press RETURN/ENTER.

 b. Type **CLEAR** in the Function Line and press RETURN/ENTER. The transaction screen will be cleared and ADD will be displayed in the Function Line.

 c. Using the TAB key move to Agency Number field and type desired agency number.

COMMODITY DATABASE MAINTENANCE

PROCEDURES

11.1 Add Commodity Agency Set-Aside Table

Cross-Reference

Steps

- d. Using the TAB key move to Set-Aside Code field and type desired set-aside code.
 - e. Using the TAB key move to Classes/Sub-classes field and type desired classes/sub-classes.
 3. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

11.2 Delete Commodity Agency Set-Aside Table

Overview The AGPS user has the capability to delete invalid commodity agency set-aside record(s). This is accomplished by use of the CASA screen.

Inputs

- Required agency number
- Required set-aside code
- Required commodity classes/sub-classes to be deleted

Outputs

- Updated CASA Table

Completing The Procedure

Cross-Reference

Steps

1. Determine the agency's set-aside classes/sub-classes to be deleted.
2. Delete CASA Record.
 - a. If you are not in the CASA screen, type **CASA** in the Function Line and press RETURN/ENTER.
 - b. Type **INQUIRE** in the Function Line.
 - c. Using the TAB key move to Agency Number field and type desired agency number.
 - d. Using the TAB key move to Set-Aside Code field and type desired set-aside code.
 - e. Using the TAB key move to Classes/Sub-classes field and type desired classes/sub-classes code(s).
3. Press RETURN/ENTER. Requested agency, set-aside, and classes/sub-classes should be displayed.
 - a. Type **DELETE** in the Function Line.
4. Press RETURN/ENTER.

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PROCEDURES

11.2 Delete Commodity Agency Set-Aside Table

Cross-Reference

Steps

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

11.3 Inquire Commodity Set-Aside Table

Overview The AGPS user has the capability to inquire commodity agency set-aside record(s). This is accomplished by use of the CASA screen.

Inputs

- Required agency number
- Required set-aside code
- Required classes/sub-classes

Outputs

- Display of requested CASA record

Completing The Procedure

Cross-Reference

Steps

1. Determine the agency's commodity set-aside to be inquired.
 2. Inquire CASA Record.
 - a. If you are not in the CASA screen, type **CASA** in the Function Line and press RETURN/ENTER.
 - b. Type **INQUIRE** in the Function Line.
 - c. Using the TAB key move to Agency Number field and type desired agency number.
 - d. Using the TAB key move to Set-Aside Code field and type desired set-aside code.
 - e. Using the TAB key move to Classes/Sub-classes field and type desired class/sub-class code.
 3. Press RETURN/ENTER. Requested agency, set-aside, and class/sub-class should be displayed.
- NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display the requested CASA record.

12 ADD/MAINTAIN COMMODITY AGENCY SUPPLYING VENDOR RECORDS

12.1 Add Commodity Agency Supplying Vendor Table

Overview The AGPS user has the capability to add commodity agency supplying vendor records for identification of agency vendors authorized to supply a specified commodity. This is accomplished by use of the CASV screen.

Inputs

- Required commodity class/sub-class
- Required agency number
- Required vendor number

Outputs

- Updated CASV Table

Completing The Procedure

<u>Cross-Reference</u>	<u>Steps</u>
	1. Determine the agency's supplying vendors for a commodity.
COMM 4: COMM	Commodity class/sub-class must be valid and active commodity in the COMM Table.
AGCY 4: AGCY	Agency must be a valid and active record in AGCY Table.
VEND 4: VEND	Vendor number and must be valid and active vendor in the VEND Table.
	2. Enter CASV record data into AGPS.
COMM 4: CASV	a. If you are not in the CASV screen, type CASV in the Function Line and press RETURN/ENTER.
	b. Type CLEAR in the Function Line and press RETURN/ENTER. The transaction screen will be cleared and ADD will be displayed in the Function Line.
	c. Using the TAB key move to Class/Sub-Class Nbr field and type desired commodity class/sub-class.

COMMODITY DATABASE MAINTENANCE

PROCEDURES

12.1 Add Commodity Agency Supplying Vendor Table

Cross-Reference

Steps

- d. Using the TAB key move to Agency field and type desired agency number.
 - e. Using the TAB key move to Vendor Number field and type desired vendor number.
 3. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

12.2 Delete Commodity Agency Supplying Vendor Table

Overview The AGPS user has the capability to delete commodity agency supplying vendor records when they are no longer required or are invalid. This is accomplished by use of the CASV screen.

Inputs

- Required commodity class/sub-class
- Required agency number
- Required vendor number

Outputs

- Updated CASV Table

Completing The Procedure

Cross-Reference

Steps

1. Determine CASV record to be deleted.
2. Delete CASV Record.
 - a. If the user is not in the CASV screen, type **CASV** in the Function Line and press RETURN/ENTER.
 - b. Type **INQUIRE** in the Function Line.
 - c. Using the TAB key move to Class/Sub-Class Nbr field and type desired commodity class/sub-class.
 - d. Using the TAB key move to the Agency number field and type desired agency number.
 - e. Using the TAB key move to Vendor Number field and type desired vendor number.
 - f. Press RETURN/ENTER. Requested record should be displayed.
3. Type **DELETE** in the Function Line.
4. Press RETURN/ENTER.

COMMODITY DATABASE MAINTENANCE

PROCEDURES

12.2 Delete Commodity Agency Supplying Vendor Table

Cross-Reference

Steps

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

12.3 Inquire Commodity Agency Supplying Vendor Table

Overview The user has the capability to view the commodity agency supplying vendor record by use of the **INQUIRY** function on the CASV screen available in AGPS.

Inputs

- Required commodity class/sub-class
- Required agency number
- Required vendor number

Outputs

- Display of requested record

Completing The Procedure

Cross-Reference

Steps

COMM 4: CASV

1. Determine commodity class/sub-class and vendor to be inquired.
2. Inquire CASV record in AGPS.
 - a. If the user is not in the CASV screen, type **CASV** in the Function Line and press RETURN/ENTER.
 - b. Type **INQUIRE** in the Function Line.
 - c. Using the TAB key move to Class/Sub-Class Nbr field and type desired commodity class/sub-class.
 - d. Using the TAB key move to Agency number field and type desired agency number.
 - e. Using the TAB key move to Vendor Number field and type desired vendor number.
3. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display the requested record(s).

13 ADD/MAINTAIN COMMODITY AGENCY TEXT RECORDS

Overview

The AGPS user is provided the capability to attach special terms and conditions and/or additional specifications to a commodity for an agency, and have the option to print the text on the awarded documents. AGPS provides the capability to attach text from the Text database to a requisition for the designated commodity, to determine the sequence the text will print on the requisition and solicitation, and if required, the award documents.

There are two basic types of text the agency could attach to a commodity: terms and conditions and general specifications. Text is attached to the commodity by using the reference number from the Text database. All text attached to the commodity will print on the solicitation. All text that has a "Y" in the print field will print on the award documents. This is accomplished by use of the CATX screen. Specifications that are unique to a specific requisition would be entered by use of the RTXT, RTXL screens. See Section 6, 1.10 Attach Requisition Specifications.

Inputs

- Required commodity class/sub-class
- Required agency number
- Required print indicator (N/Y)
- Required text references

Outputs

- Updated CATX Table

Completing The Procedure

Cross-Reference

Steps

1. Determine commodity terms and conditions and/or specification text requirements for the agency.

Terms and conditions describe the legal environment of the solicitation. General specifications are used to describe the product or service at the sub-class or item level. Remember, any text references in the commodity database (referenced on the COM2 screen) will automatically print and should not be duplicated in CATX. Item descriptions are carried in the commodity database as well.

COMMODITY DATABASE MAINTENANCE

PROCEDURES

13 Add/Maintain Commodity Agency Text Table

Cross-Reference	Steps
	Before attaching any text to the commodity, it would be reasonable to select all text references, determine the sequence the text is to be printed, if it is to print on the award documents, and then attach them to the commodity.
COMM 4: COMM	Commodity class/sub-class must be valid and active commodity in the COMM Table.
AGCY 4: AGCY	Agency must be valid and active agency in the AGCY Table.
TEST 4: TEXT	Text Reference must be key to a valid and active text record in the TEXT Table.
	2. Attach text to a commodity in AGPS.
COMM 4: CATX	<ul style="list-style-type: none">a. If the user is not in the CATX screen, type CATX in the Function Line and press RETURN/ENTER.b. Type CLEAR in the Function Line and press RETURN/ENTER. Data entry fields of the screen should be blanked and ADD inserted in the Function Line.c. Using the TAB key, move to Class/Sub-class field and type desired commodity class/sub-class number.d. Using the TAB key, move to Agency field and type desired agency number.e. Using the TAB key, move to the print field and type N/Y. Will default to "N" if left blank.f. Using the TAB key, move to Text From field and type desired text reference number to identify the text record to be printed.g. Using the TAB key, move to Text To field and type desired text reference number to identify the ending text record to be printed. This would be used only if the text references are in a range, and the entire range is to be printed.
	3. Press RETURN/ENTER.
	NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error

COMMODITY DATABASE MAINTENANCE

PROCEDURES

13 Add/Maintain Commodity Agency Text Table

Cross-Reference

Steps

conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

4. Delete attached text references for a commodity in AGPS. The text reference numbers serve as keys therefore they cannot be changed. If the user wishes to change them, they must be deleted and added as another key. The only change allowed on this screen is the print indicator, N/Y.

COMM 4: CATX

- a. If the user is not in the CATX screen, type **CATX** in the Function Line and press RETURN/ENTER.
 - b. Type **INQUIRE** in the Function Line.
 - c. Using the TAB key, move to Class/Sub-class field and type desired commodity class/sub-class.
 - d. Using the TAB key, move to Text From field and type desired text reference number. May be left blank on inquire. If blank on inquire, record will return with first text reference in the database for that commodity.
 - e. Press RETURN/ENTER. Requested record should be displayed.
5. Type **DELETE** in the Function Line. If all text references are to be deleted, proceed to step 6.
 - a. Using the TAB key, move to the From Text reference field that is not to be deleted and space out the text reference. If text reference is present on delete, record will be deleted.
 6. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

7. Inquire attached text references for a commodity in AGPS.

COMM 4: CATX

- a. If the user is not in the CATX screen, type **CATX** in the Function Line and press RETURN/ENTER.
- b. Type **INQUIRE** in the Function Line.

COMMODITY DATABASE MAINTENANCE

PROCEDURES

13 Add/Maintain Commodity Agency Text Table

Cross-Reference

Steps

- c. Using the TAB key, move to Class/Sub-class field and type desired commodity class/sub-class.
- d. Using the TAB key, move to Text From field and type desired text reference number. May be left blank on inquire. If blank on inquire, record will return with first text reference in the database for that commodity.

8. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display the requested record(s).

14 ADD/MAINTAIN COMMODITY CREATION RECORDS

14.1 Add Commodity Creation Record

Overview The AGPS user is provided the capability to add commodity creation records for a specific Class/Sub-Class by use of the COMC screen.

Inputs

- Required commodity Class/Sub-Class
- Required Commodity Type
- Required Buyer Code
- Number of desired commodity numbers

Outputs

- Updated COMC Table

Completing The Procedure

<u>Cross-Reference</u>	<u>Steps</u>
	1. Determine the system's commodity requirement. Once the commodity creation record is processed in the nightly cycle, commodity numbers are generated and the COMC record is deleted automatically.
COMM 4:COMM	Commodity Class must be a valid and active record in the COMM Table.
	Commodity Sub-Class must be a valid and active record in the COMM Table.
INST 4:BTAB	Commodity Type must be a valid entry in BTAB Table CT (Commodity Type).
AGCY 4:ABUY	Buyer Code , combined with maintaining agency (107001) must be key to a valid and active agency buyer record in the ABUY Table.
	2. Enter COMM record data into AGPS.
COMM 4:COMC	a. If you are not in the COMC screen, type COMC in the Function Line and press RETURN/ENTER.
	b. Type CLEAR in the Function Line and press RETURN/ENTER. The transaction screen will be cleared and ADD will be displayed in the Function Line.

COMMODITY DATABASE MAINTENANCE

PROCEDURES

14.1 Add Commodity Creation Records

Cross-Reference

Steps

- c. Using the TAB key move to the Commodity Class field and type desired commodity class number.
- d. Using the TAB key move to Commodity Sub-Class field and type desired commodity sub-class number.
- e. Using the TAB key move to the Commodity Type field and type desired commodity type. Must be a valid entry in BTAB Table type CT.
- f. Using the TAB key move to the Buyer Code field and type desired buyer code. Must be a valid and active buyer in the ABUY Table for Agency 107001.
- g. Using the TAB key move to the How Many New Item Numbers field and type desired number of commodities requested. The total number of COMC requested commodities for any one nightly cycle cannot exceed 3000.
3. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exist, AGPS will display "UPDATE SUCCESSFUL".

NOTE: Commodity Creation Records are processed in a batch job during the nightly cycle. During the batch process the requested commodity numbers are created in the commodity database and the COMC record deleted. If COMC records exist, it is recommended that the user identify the "LAST COMMODITY ITEM" number assigned on the BINS Table prior to the nightly cycle, to determine commodity item numbers assigned.

14.2 Change Commodity Creation Record

Overview The AGPS user is provided the capability to change commodity creation records by use of the COMC screen.

Inputs

- Required commodity Class for Change
- Required Commodity Sub-Class for Change
- Required Commodity Type for Change
- Required Buyer Code for Change

Outputs

- Updated COMC Table

Completing The Procedure

Cross-Reference

Steps

1. If you add a COMC record and need to change the number of new items requested, this can be done on the COMC screen. This must be done before the nightly cycle. Once the commodity creation record is processed in the nightly cycle, the COMC record is deleted automatically.
2. Change COMC record in AGPS.
 - a. If you are not in the COMC screen, type **COMC** in the Function Line and press RETURN/ENTER.
 - b. Type **INQUIRE** in the Function Line.
 - c. Using the TAB key move to the Commodity Class field and type desired commodity class number.
 - d. Using the TAB key move to the Commodity Sub-Class field and type desired commodity sub-class number.
 - e. Using the TAB key move to the Commodity Type field and type desired commodity type.
 - f. Using the TAB key move to the Buyer Code and type desired buyer code.
3. Press RETURN/ENTER. Requested record should be displayed.

COMMODITY DATABASE MAINTENANCE

PROCEDURES

14.2 Change Commodity Creation Records

Cross-Reference

Steps

- a. Type CHANGE in the Function Line.
- b. Using the TAB key move to the How Many New Item Numbers field and type desired number of items. The total number of COMC requested commodities for any one nightly cycle cannot exceed 3000.

NOTE: Commodity Creation Records are processed in a batch job during the nightly cycle. During the batch process the requested commodity numbers are created in the commodity database and the COMC record deleted. If COMC records exist, it is recommended that the user identify the "LAST COMMODITY ITEM" number assigned on the BINS Table prior to the nightly cycle, to determine commodity item numbers assigned.

14.3 Delete Commodity Creation Record

Overview The AGPS user is provided the capability to delete commodity creation records by use of the COMC screen.

Inputs

- Required commodity Class for Delete
- Required Commodity Sub-Class for Delete
- Required Commodity Type for Delete
- Required Buyer Code for Delete

Outputs

- Updated COMC Table

Completing The Procedure

Cross-Reference

Steps

1. If you add a COMC record with the wrong data or the commodity numbers are not needed, you may delete the record. This must be done before the nightly cycle. Once the commodity creation record is processed in the nightly cycle, the COMC record is deleted automatically.
2. Delete COMC record in AGPS.
 - a. If you are not in the COMC screen, type COMC in the Function Line and press RETURN/ENTER.
 - b. Type INQUIRE in the Function Line
 - c. Using the TAB key move to the Commodity Class field and type desired commodity class number.
 - d. Using the TAB key move to the Commodity Sub-Class field and type desired commodity sub-class number.
 - e. Using the TAB key move to the Commodity Type field and type desired commodity type.
 - f. Using the TAB key move to the Buyer Code and type desired buyer code.
3. Press RETURN/ENTER. Requested record should be displayed.

COMM 4:COMC

Cross-ReferenceSteps

- a. Type DELETE in the Function Line
4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exist, AGPS will display "UPDATE SUCCESSFUL".

NOTE: Commodity Creation Records are processed in a batch job during the nightly cycle. During the batch process the requested commodity numbers are created in the commodity database and the COMC record deleted. If COMC records exist, it is recommended that the user identify the "LAST COMMODITY ITEM" number assigned on the BINS Table prior to the nightly cycle, to determine commodity item numbers assigned.

14.4 Inquire Commodity Creation Record

Overview The AGPS user has the capability to view the COMC record by use of the INQUIRY function on the COMC screen.

Inputs

- Required commodity Class
- Required Commodity Sub-Class
- Required Commodity Type
- Required Buyer Code

Outputs

- Display of Requested COMC Record

Completing The Procedure

Cross-Reference

Steps

1. Determine commodity creation record to be inquired. This can only be done before the commodity creation record is processed in the nightly cycle, once processed the COMC is deleted automatically and cannot be inquired.
 2. Inquire COMC record in AGPS.
 - a. If the user is not in the COMC screen, type COMC in the Function Line and press RETURN/ENTER.
 - b. Type INQUIRE in the Function Line.
 - c. Using the TAB key move to the Commodity Class field and type desired commodity class number.
 - d. Using the TAB key move to the Commodity Sub-Class field and type desired commodity sub-class number.
 - e. Using the TAB key move to the Commodity Type field and type desired commodity type.
 - f. Using the TAB key move to the Buyer Code and type desired buyer code.
 3. Press RETURN/ENTER.
- COMM 4:COMC

Cross-ReferenceSteps

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exist, AGPS will display the desired record(s).

NOTE: Commodity Creation Records are processed in a batch job during the nightly cycle. During the batch process the requested commodity numbers are created in the commodity database and the COMC record deleted. If COMC records exist, it is recommended that the user identify the "LAST COMMODITY ITEM" number assigned on the BINS Table prior to the nightly cycle, to determine commodity item numbers assigned.

15 INQUIRE COMMODITY DATABASE RECORDS

15.1 Inquire Commodity Database

Overview The AGPS user is provided the capability to inquire the commodity database data using various screens and keys.

Inputs • Required key(s)

Outputs • Display of requested Commodity Database data

Completing The Procedure

Cross-Reference

Steps

1. Determine the commodity data to be inquired based on known keys.
 - a. If you are not in the desired screen, type the desired screen identifier in the Function Line and press RETURN/ENTER.
 - b. Type **INQUIRE** in the Function Line.
 - c. Using the TAB key move to the required key field(s) and type desired key(s).
2. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, requested record, based on the entered key(s), will be displayed.

Screens provided for inquiry of the Commodity Database is as follows.

COMM 4: CAAD

CAAD - This screen is for the inquiry of commodity items by ship to agency/ship to sub agency to view the contracts and their associated vendors and line numbers with brand/model information, expiration dates, and minimum order amounts, which have been awarded. Key(s) is Agency Number, Sub-Agency Number, Commodity Number, and Contract Number.

COMMODITY DATABASE MAINTENANCE

PROCEDURES

15.1 Inquire Commodity Database

<u>Cross-Reference</u>	<u>Steps</u>
COMM 4: CASI	CASI - This screen is for the inquiry of an agency bid list by commodity. Key(s) is agency, commodity class/sub-class and vendor number.
COMM 4: CAWA	CAWA - This screen is for the inquiry of contract awards by ship to agency/sub agency for a commodity available for issuance of contract release orders. Key(s) is agency number, sub agency number, commodity number, and contract number.
COMM 4: CAWD	CAWD - This screen is for the inquiry of contract awards for a commodity available for issuance of contract release orders. Key(s) is commodity number, contract number and line number.
COMM 4: CAW2	CAW2 - This screen is for the inquiry of detail contract award data for a commodity available for issuance of contract release orders. Key(s) is commodity number, contract number and line number.
COMM 4: CDES	CDES - This screen is for the inquiry of commodities by description. Key(s) is first line of commodity description and commodity number.
COMM 4: CGEI	CGEI - This screen is for the inquiry of supplying vendors for a commodity by class/sub-class and GEO bid code. Key(s) is class/sub-class, GEO bid code and vendor number.
COMM 4: CGSA	CGSA - This screen is for the inquiry of supplying vendors for a set-aside code, commodity class/sub-class and GEO bid code. Key(s) is set-aside code, class/sub-class, GEO bid code and vendor number.
COMM 4: CITM	CITM - This screen is for the inquiry of commodities by commodity item number. Key(s) is item number.
COMM 4: CKWI	CKWI - This screen is for the inquiry of commodities by keyword. Key(s) is commodity keyword(s).
COMM 4: COBI	COBI - This screen is for the inquiry of COBJ table records by commodity class/sub-class. Key(s) is commodity class/sub-class and object code(s).
COMM 4: COMM	COMM - This screen is for the inquiry of a commodity number listing. Key(s) is commodity number.
COMM 4: COM3	COM3 - This screen is for the inquiry of last purchase data and accumulative award amount for a commodity. Key(s) is commodity number.
COMM 4: CSTA	CSTA - This screen is used for the inquiry of commodity by status code. Key(s) is status code and commodity number.

COMMODITY DATABASE MAINTENANCE

PROCEDURES

15.1 Inquire Commodity Database

<u>Cross-Reference</u>	<u>Steps</u>
COMM 4: CSVI	CSV I - This screen is for the inquiry of commodity supplying vendors by region code. Key(s) is commodity class/sub-class, region code and vendor number.
COMM 4: CSVN	CSV N - This screen is for the inquiry of commodity supplying vendors. Key(s) is commodity class/sub-class and vendor number.
COMM 4: CSV3	CSV 3 - This screen is for the inquiry of commodity supplying vendor's bid response activity. Key(s) is commodity class/sub-class and vendor number.
COMM 4: CTYP	CTYP - This screen is for the inquiry of commodity by commodity description type. Key(s) is commodity description type, description and commodity number.
COMM 4: CUO2	CUO 2 - This screen is for the inquiry of commodity cumulative purchase data by unit of measure. Key(s) is commodity number and unit of measure.
COMM 4: CVDR	CVDR - This screen is for the inquiry of commodity by supplying vendor. Key(s) is supplying vendor number and commodity number.